

Exhibit 2

CADET CHECKOUT SHEET**Must be seen prior to further resignation processing*

Cadet Name: _____
Company: _____
Departure Date: _____

**All cadets must check out with their
instructors (PE instructors included)**

_____ Company Officer/Chief Interview*
 _____ Assistant Commandant of Cadets interview (CDR Johnson)*
 _____ Commandant of Cadets exit interview (CAPT Ray)*
 (Only required for 1/c and 2/c, others case by case)
 _____ Office of Inclusion and Diversity Interview

**COURSE
SUBJECT** **INSTRUCTOR'S
INITIALS**

Michel Hall

_____ Medical/Physical Exams (within the first 24 hours)
 _____ Dental
 _____ Receive Immunization Record
 _____ Cadet Counselor, Lower Deck
 (call x8520 for appt)

Chase Hall

_____ Cadet Training Officer
 _____ Chase Hall RM #1023
 _____ Cadet Activities
 _____ Uniform Officer (Surrender to Company Chief)
 _____ Clothing Locker
 _____ Exchange Uniform Shop
 _____ Tailor Shop
 _____ Cleaners
 _____ Cadet Book Store
 _____ Mail Room (forwarding address)
 _____ Cadet Barber Shop
 _____ Rifle Custodians (BMC Norrigian / (LT Grim)
 _____ Regimental Commander (RXO in his/her absence)
 _____ Cadet Admin, transportation (REGISTER FOR MOVE.MIL)
 _____ Cadet Admin, send DD1299, DD1797 forms, orders to HHG office

Academic Advisor _____

Roland Hall

_____ Gym Equipment Room

Leamy Hall

_____ Chaplain

_____ Echo Company Officer (LT Driscoll x8231)
 _____ CDAR (MKC Calley Jones: Alfa Company Chief)

Waesche Hall

_____ Admissions
 _____ CGA/Conn College Libraries

Munro Hall

_____ VA Representative, Mr. Andrew Mallory
 _____ Call: 860-694-4696
 _____ Equal Opportunity Advisor,

Johnson Hall

_____ GSK (If shipping trunk) bring
 Bring orders, signed DD1299
 & DD1797

Hamilton Hall

_____ Registrar
 _____ Computer Center (Basement)
 _____ Cadet Finance (bring copy of res/dis instructions)
 _____ Hamilton RM #218
 _____ Doug Vanhouten (Call as survey is online 860-444-8240)
 (Retention Survey *Cadet Admin needs a copy*)

McAllister Hall

_____ Director of Academic Advising (CDR Brian Maggi ; Mac Rm 223 x8529)

Yeton Hall

_____ 100 Ton paperwork (2/c & 1/c only) Rm 104 (Mr. Troy Castineria)

FINAL CHECK-OUT

_____ Room inspected/Trunk Inspection (Company Officer/Chief) Trunk shipment dock is GSK
 _____ Veteran Affairs Office (Munro, 4th Deck, Thursdays: 0730-1200) POC: Mr. Andy Mallory, 860-694-4696,
andrew.mallory@va.gov
 _____ Cadet Vehicle Registration Officer (1/c cadets only)
 _____ Company Officer (Final out brief)
 _____ Munro Hall, if applicable, Must notify 24 hrs to 48 hrs prior to departure for final inspection out of your room
 _____ Collect ID Card (YN). Removal from DEERS database.
 _____ Cadet Admin (YN) – Sep Memos/Ltrs/Orders/DD-214 (Cadet may wear civilian clothing) (THIS WILL BE LAST)

Enclosure (1)

CADET INFORMATION***FILL OUT COMPLETELY***

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

SSN: _____ EMPLID: _____

DATE OF BIRTH: _____

ETHNICITY: _____

CLASS OF _____: _____/c CADET

COMPANY OFFICER: _____ COMPANY: _____

HOME OF RECORD ADDRESS: _____

CITY: _____ STATE _____ ZIP CODE _____

PLACE OF BIRTH: _____

FINAL MAILING ADDRESS: _____

CITY: _____ STATE _____ COUNTY _____ ZIP CODE _____

PHONE: (____) _____ EMAIL ADDRESS: _____

HAVE YOU HAD A DENTAL EXAM IN THE LAST 90 DAYS? _____

DO YOU WANT COPY 3 OF DD-214 SENT TO THE VA OFFICE IN WASHINGTON D.C.? _____

DO YOU WANT COPY 6 SENT TO A STATE VA OFFICE? _____ IF YES, WHICH STATE? _____

DATE ENTERED ACADEMY: _____

HOW DO YOU WANT TO GET HOME (i.e. DRIVE, FLY, ETC)? _____

RIBBONS/MEDALS AWARDED: _____

PERSON AUTHORIZED TO RECEIVE HOUSEHOLD GOODS IN YOUR ABSENCE: _____

NEAREST RELEATIVE THAT DOES NOT LIVE WITH YOU AT THE SAME ADDRESS
NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE _____

ARE YOU A MILITARY DEPENDANT?; YES / NO

DO YOU HAVE ANY PRIOR SERVICE (PLEASE INCLUDE NAPS)? YES / NO IF YES, WHAT: _____

DO YOU WANT TO SHIP YOUR PERSONAL PROPERTY (e.g. TRUNK)?; YES / NO

DID YOU REGISTRAR FOR MOVE.MIL? YES/NO WHICH YN HELPED YOU? _____

IF YOU ARE FLYING HOME, WHERE IS THE CLOSEST AIRPORT?: _____

1/c and 2/c Cadets ONLY:

HEIGHT: _____ WEIGHT: _____ COLOR EYES: _____ COLOR HAIR: _____

Enclosure (1)